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Chief, Management Staff

24 April 1959

Chief, Records Management Staff

Weekly Report for week ending 24 April 1959

1. Contributions

a. Tangible

- (1) The Records Center received 333 cu. ft. of inactive records from five offices; 50% of this came from the DD/P Area.
- (2) Ninety-five cu. ft. of records were burned, leaving 850 cu. ft. to be destroyed.
- (3) Completed three new and six revised forms.

b. Intangible

- (1) Named the Records Management Support Services Exhibit; briefed about 15 people and distributed 30 pamphlets.
- (2) Proposed to the Supply Division that legal size letterbox be stocked in 8" width to facilitate its use with agency forms.
- (3) Assisted the Office of Security in revising their Vital Material Schedule to provide for monthly deposits of employee badge records.

2. Assignments - Active

a. Forms

- (1) Five new and 14 revised forms in process. ✓
- (2) Teletype Dissemination Information Reports and Systems. ✓
- (3) Revision of Dispatch Forms. ✓
- (4) Improved Management of Stocked Forms. ✓
- (5) Policy Information Report. ✓

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(6) Evaluation of Information Reports.

(7) Agency Chain Envelope. Visited three manufacturers of envelopes in Baltimore, Maryland for ideas. These companies will submit suggestions and cost.

(8) New Building Project. Started new badge number Coding System. Prepared one new and one revised form. Started procurement action for Photo Badges.

b. Shelf Filing

(1) Office of Personnel.

(2) Acquisition Branch Library/OCR.

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(3) [redacted] Contact Division.

c. Filing Systems

(1) OPR/FDD Translation Index.

(2) Contract Personnel Division/OP Card Index.

(3) Graphics Register File Index. Tests with Diebold and Meier Elevator Files indicate some advantages in favor of Diebold. Test continues.

(4) RS/DD/P. Discussed with [redacted] advisability of continuing pseudonym and cryptonym files indefinitely.

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d. Audit and Revision of Records Control Schedules

(1) QCP.

(2) OO/FDD. Revised schedule has been returned with comments on disposition of certain records which have to be resolved.

e. Special Projects

(1) Revision and Reorder of Overnight Storage Boxes.

(2) SD/P Support Records. Survey continues in SP Division. Discussed the status of this project with [redacted]

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(3) Predecessor Agency Records (OSS, SEM, and CIG).

(4) Revision of Training material to be used by OPR. Submitted proposed practice and test materials to OPR for review. Started establishing file of material to be used in demonstrating subject-numeric filing system to students.

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(S) Piling System for reference materials, RMS Editorial Branch. Visited the Associated Press and U. S. Information Agency to see systems used for similar purposes.

f. Vital Materials.

(1) See 1.(b). (3).

g. News

- a. Twenty-six Agency people attended the IRB at the National Archives on "Records Disposition Workshop". [redacted] the new Classified Services Officer, attended this meeting.
- b. Three members of the Staff attended the ADPA Luncheon meeting.

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Distribution:

Orig - Addressee

1 - [redacted]
1 - RMS (yellow) REPORTS-1
1 - [redacted] (RECORDS CENTER)

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Mgt/S/RMS / [redacted] (24 April 1959)

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